

Position Requirements Document Cover Sheet**Position Number: 13902****Classification:** Supervisory Logistics Management Specialist, NH-0346-IV**Local Title:** Deputy Director, Acquisition Logistics Directorate**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)**1st Div:** Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)**2nd Div:** Project Support Group**3rd Div:** Acquisition Logistics Directorate**4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Harry W. Bryan**Title:** Director, Acquisition Logistics Directorate**Signature:** _____ //S//**Date:** _____ 1/6/06**Higher Supervisor or Manager:** Traci A. Jones**Title:** Project Support Executive**Signature:** _____ //S//**Date:** _____ 6 Jan 06

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake**Title:** Program Executive Officer, PEO STRI**Signature:** _____ //S//**Date:** _____ 1/6/06**FLSA:** Exempt**Drug Test:****Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** L**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☒ Supervisor ☐ Manager**Citation 1:** OPM PCS Logistics Management Series, GS-346, JAN 87**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**BUS Code:** 8888 **CL:** 1503**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**☒ Confidential Financial☐ Neither

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Acquisition Logistics Directorate of the Project Support Group in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Supervisory Logistics Management Specialist, NH-0346-IV

III. Duties:

Serves as a Deputy Director within the Acquisition Logistics Directorate for a Project Management Office within PEO STRI. The incumbent is responsible for the Integrated Logistic Support (ILS) activities in support of the PM. Directs and guides the work of assigned personnel engaged in the planning, development and coordination of ILS Programs for complex and sophisticated training systems in support of PM TRADE. Serves as the PM's advisor on all issues related to logistics on assigned programs.

Policy direction and broad objectives of assigned areas of responsibility are outlined by the Director of Acquisition Logistics. Within this framework, the incumbent has freedom in planning and executing logistics responsibilities in support of the PM's mission. The incumbent will influence all PM logistics planning, make decisions and recommendations in resolving logistical problems and lead a team of subordinates in the execution of their duties.

The incumbent conducts logistics reviews, performs analysis and evaluation of ILS Programs in assuring that DoD, DA or PEO policies and procedures are adhered to. The incumbent is responsible for determining the completeness and clarity of coverage, type and extent of implementation required for all logistics aspects of the PM's programs. This includes but is not limited to program documentation, acquisition of initial spares, new equipment training, Materiel Fielding Agreements, Memorandums of Notifications and Life Cycle Management Plans, Performance Based Logistics Requirements, Supportability Strategies, Business Case Analysis documentation, Unique Item Identification requirements, and Logistics Management Information on the PM's Acquisition programs. The incumbent will also be responsible for development and coordination of Type Classification and Materiel Release documentation for the PM. The incumbent closely coordinates with the PM and the DPM and numerous LTCs/NH-IVs within PEO STRI. This includes but is not limited to Product Managers, Deputy Product Managers, PM Business Manager, Deputy Director of Engineering and the Deputy Director of Contracts. Participates as the PM's

logistics representative at all PM functions including Staff Meetings, Program Reviews, and Strategy Reviews and serves on the PM's Mini Pay Pool Panel. The incumbent is required to interface at higher echelons with other PEOs and MACOMs in the formulation of the PM's logistics policies and implementation for all programs that the PM is responsible for. Develops ILS program objectives and determines adherence to these objectives by the use of metrics to measure the effectiveness of the overall PM logistics efforts and for each individual project. Conducts internal planning in terms of organizational and functional alignment, operating policies and procedures, work flow, and manpower requirements.

Directs, coordinates, reviews and analyzes the PM's short and long range logistics objectives and goals. Keeps fully informed of all factors pertaining to PM's logistics mission accomplishments, e.g., program progress against established objectives, problems encountered in fulfillment of mission responsibilities, the meeting of schedules and observance of priorities. Holds discussions and meetings with key PM personnel as necessary to obtain pertinent details surrounding or involved in problem areas; determines necessary action and furnishes guidance. Assures that established policies and procedures are being uniformly applied, and initiates remedial measures as necessary.

Manages and directs, as required, the development and implementation of the PM's Integrated Logistics Support planning from the concept formulation through the acquisition phases of the equipment life cycle. Reviews and assesses progress to ascertain timely and adequate support for assigned training systems. Anticipates possible delays, which could have a detrimental effect on overall objectives, and recommends corrective action.

As the PM's representative, makes presentations and participates in conferences with representatives of industry and Government activities which includes MACOMs, TRADOC, DA and DoD activities. In meetings, exchanges information, promotes and fosters acceptance of policies, procedures, and working relationships. Presents and secures concurrence of plans, proposals, and methods for the correction of obstacles affecting logistic support.

Works closely with the PM and the Business Manager in managing funds for initial provisioning and other logistics activities. Works closely with PEO STRI engineering activities regarding life cycle software support. Directs the planning and execution of post production software support to assure effective life cycle software configuration management.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Critical Acquisition Position

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement

strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs

assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft up 25% of the time.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Ability to communicate orally.

Ability to communicate in writing.

Skill in technical writing.

Ability to negotiate.

Skill in interpersonal relations.

Ability to plan and organize work.

Ability to gather, analyze, and present facts.

Ability to work cooperatively as a member of a team.

Knowledge of program planning and budgeting cycles.

Ability to identify problems and develop innovative solution.

Ability to provide guidance to customers.

Ability to interpret and apply rules, regulations, and procedures.

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds.

Ability to execute projects and/or studies within established financial and time constraints.

Ability to develop and utilize appropriate data collection techniques.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.

Ability to advise others.